



ASSOCIATE PERSONNEL ANALYST
Final Filing Date: Continuous

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION (including Prison Industry Authority and excluding California Prison Health Care Services [Plata])

WHO SHOULD APPLY COMPETITION LIMITED TO STATE EMPLOYEES
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, at the time their application is filed, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period for this examination is **January – December**.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Office of Selection Services
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
1515 “S” Street, Room 522-N
Sacramento, CA 95811-7243
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Office of Selection Services.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE To learn more about examination date(s), contact the testing office indicated on this bulletin.

SALARY RANGE(S) As of: March 13, 2008
\$4,400 - \$5,348

MINIMUM QUALIFICATIONS Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months.

NOTE: Education may not be used to reduce this 30-month limit.

Either I
Experience: In the California state service, one year of experience performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical personnel work.)

Or II
Experience: Either
1. Three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems; or
2. Three years of progressively responsible technical experience administrative or budget analysis, socioeconomic research or some other field which has developed a broad and comprehensive knowledge of personnel management.

(One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in Pattern II. Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst. Range C.); and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)

MINIMUM QUALIFICATIONS (CONTINUED)	<p>(In appraising experience, more weight will be given to the breadth of pertinent experience and to evidence of the candidate's ability to accept and fulfill increasing responsibilities in personnel work than to the length of his/her experience.)</p> <p>(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either I", "Or II", "Or III", etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.</p> <p>Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.</p>
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EXAMINATION PLAN	<p>This examination will consist of a Supplemental Application weighted 100%. Candidates who meet the minimum qualifications for this examination will be mailed a Supplemental Application to complete. The Supplemental Application will contain job-related questions covering the candidate's personnel expertise as it pertains to the scope of the classification.</p> <p>In order to obtain a position on the eligible list, a minimum rating of 70% must be attained on the Supplemental Application. CANDIDATES WHO DO NOT RETURN OR COMPLETE THE SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THIS EXAMINATION.</p> <p>Supplemental Application – Weighted 100%</p> <p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">Applying principles and practices of public personnel managementClassification and pay principle used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveysTechniques of employee recruitmentEmployee relations and performance evaluationTest construction and source of test materialsPrinciples, practices, and trends of public administration, and organization and management <p>B. Skill in:</p> <ol style="list-style-type: none">Applying principles and practices of public personnel management <p>C. Ability to:</p> <ol style="list-style-type: none">Perform research in various personnel fieldsInterpret and apply laws, rules, standards, and proceduresDevelop and administer training programsAnalyze and solve difficult technical personnel problemsAppraise qualifications of applicants and interview effectivelyMaintain the confidence and cooperation of othersAnalyze data and present ideas and information effectivelyTrain and supervise subordinatesAssume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management
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ELIGIBLE LIST INFORMATION	<p>A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.</p>
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POSITION DESCRIPTION AND LOCATION(S)	<p>An Associate Personnel Analyst, under general direction, plans and develops complex examinations with program consultants ensuring job-relatedness, equal employment opportunity, management satisfaction, and cost effectiveness; conducts and leads validation studies for classifications used by the Department; acts as chairperson of qualifications appraisal panels; administers and supervises the administration of examinations; makes decisions and provides advice and assistance on varied and difficult personnel management problems; analyzes and classifies positions; gathers and evaluates pay data; conducts classification or pay surveys; prepares class specifications and allocation standards; acts as lead person for other personnel staff; and does other related work.</p> <p>Position(s) exist statewide with the Department of Corrections and Rehabilitation.</p>
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VETERANS POINTS/ CAREER CREDITS	<p>Veteran's Preference Points and career credits are not granted in promotional examinations.</p>
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GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS